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## **CHECKLIST FOR UK EMPLOYMENT VISA**

**If a well-established UK Company that has never applied for a UK work permit before files work permit application on behalf of the employee, then the following documents are required:**

### **Documents from UK**

1. UK Work Permit issued by the Home Office in respect of the proposed employee (visa applicant).
2. Letter of Appointment/ Employment Contract from the employer in UK indicating the nature of employment, designation of the employee, the duration of employment and the remuneration.
3. Copy of the contract by the employer with the clients in UK duly signed, if the proposed employee is to work on a client project.
4. Copies of any advertisements placed in order to find someone from the UK/EEA. The copies should be full-page indicating the date and name of the publication in which they were published or accompanied by a copy of the invoice from the publishers. (Advertisement requirement has to be fulfilled by the employer so that s/he can demonstrate whether or not there is any UK or European Union applicant who could fill the position. However, it is not always necessary for the employer to advertise the job in question).
5. Copy of the employing company's latest annual report and accounts.
6. Copies of company brochures, publicity material, etc.

### **Documents from UK**

7. Latest Curriculum Vitae of the applicant.
8. Copies of Academic records/ qualifications. [It is highly recommended to evaluate your home country's qualification through the National Academic Recognition Information Centre for the United Kingdom (UK NARIC)].

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(An Immigration Services Company)

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9. Reference letters/ testimonials/ service certificates issued by previous employers. These documents must cover as much as possible the last 3 years of employment prior to the application of employee. It must be stated on a Company letterhead confirming the dates of the applicant's employment and designation held. It is helpful to have references that detail the technical skills the job(s) require; also testimonials to character and competence are generally not essential.
10. Copy of any previous work permit held by the employee.
11. **Proof of Income:** Earnings from previous employments – Bank Statements, Chartered Accountants report, Salary slips, Income Tax returns, etc.
12. Indian Passport valid for one year with sufficient pages for visa stamps.
13. 2 recent passport size photographs, 35 mm by 45 mm, showing full face with light background.
14. Duly filled visa application form VAF 1.
15. **Visa fee:** DD for Rs. 6,800/- in favour of the British Deputy High Commission, Chennai.
16. Service charge of Rs. 445/- for VFS.